Sick leave is a paid absence from duty. Extended Sick Leave (ESL) provides an additional employee benefit after regular sick leave (and, if applicable, vacation leave) accruals have been exhausted.

**Employee**
- Planned Leave
  - CalTime
  - Planned Leave
  - Leave balance available?
  - Contact Supervisor
- Unplanned Leave
  - CalTime
  - Unplanned Leave
  - LWOP Process

**Supervisor**
- End
- CalTime
  - 4 Evaluate
  - Approve?
  - Notify Employee
  - 5.1 Notify Employee
  - Contact Leave Administrator
  - N
  - Evaluate
  - Approve?
  - Notify Leave Administrator

**Leave Administrator**
- End
- CalTime
  - 7 Evaluate
  - Approve?
  - Notify Employee and Supervisor
  - N
  - Enter leave date(s)
  - HCM
  - •Extended Sick Leave
  - 9 Enter leave date(s)
  - 10 Notify Timekeeper, Supervisor and Employee

**Timekeeper**
- •Extended Sick Leave
- CalTime
  - 11 Select Pay Code option for leave date(s)
  - 12 Enter hours for selected date(s)
  - 13 Save timescard
  - End of Pay Cycle [for Timekeeper sign-off]
  - 14 Review timescards for group
  - 15 Timecards accurate?
  - •Extended Sick Leave
  - 16 Complete sign-off for group
  - PPS
  - Manual data entry
  - •Extended Sick Leave
  - End